



General Data Protection Regulations Compliance

You are receiving this document because in the past you have provided your personal information for the purposes of:

Purchased goods or services.

Attended courses.

Contacted Jenny Feeney Country Clover Company by email.

New data protection legislation, the General Data Protection Regulation (GDPR), came into effect on 25 May 2018. Organisations are required to state what they use your personal data for and what your rights are when it comes to data and its use.

The following personal data may be retained:

Name and contact details.

Personal information used for the administration of courses.

Purchase information.

The above information is used for:

Providing you with the goods and services you have purchased.

Managing courses.

Informing you of forthcoming exhibitions and courses.

Responding to enquiries from potential customers.

Legal or business reasons such as meeting tax requirements and managing courses.

Personal data is not shared, passed on or sold to any third party.

Please note that if you are booked on a course later this year your details need to be retained until you have attended your course.

Regards,

Privacy statement

INTRODUCTION

This Privacy Statement relates to Jenny Feeney owner of Country Clover Company (sole trader) and the associated website www.countryclovercompany.co.uk.

Personal data is used exclusively for the conduct of this business and associated website. By purchasing goods and services from this business you implicitly agree to the processing of your personal data.

CONTACT DETAILS

Name: Jenny Feeney Country Clover Company

Address:

21 Cherry Road

Banbury OX16 0RL

Telephone: 01295.261966 07706731002

Email: countryclovercompany@gmail.com

Website: www.countryclovercompany.co.uk

PURPOSES OF PROCESSING

Personal Data is held and processed for the following purposes:

Providing you with the goods and services you have purchased.

Managing courses including contacting you.

Informing you of forthcoming exhibitions and courses.

Enquiries from potential customers.

Legal or business reasons such as meeting tax requirements and managing courses.

Investigate any complaints or other enquiries that you raise.

CATEGORIES OF INDIVIDUALS

Data is held or processed on the following categories of individuals:

Customers.

Points of contact with companies with which business is conducted:

Those to which goods and services are supplied.

Suppliers.

Members of the public or representatives of businesses who make enquiries.

CATEGORIES OF PERSONAL DATA

The following categories of personal data may be held and/or processed:

Name.

Email address.

Postal address.

Telephone number(s).

Quilting & sewing experience

Left or right-handedness.

Dietary requirements, food allergies.

Products/services purchased.

Payment details as provided by you to Paypal.

Value of products/services purchased.

Transaction identification numbers.

Your activity/interactions on the website.

Country and Internet Protocol (IP) address.

HOW PERSONAL DATA COLLECTED

Information is collected in the following ways:

Directly from you:

Such as information provided to Paypal when purchasing goods and/or services.

Provided by you when requested for course administration.

When you make enquiries by email.

CATEGORIES OF RECIPIENTS OF PERSONAL DATA

Personal data is not shared, passed on or sold to any third party. However, data may be provided to legal or regulatory bodies such as a law enforcement agency or the Information Commissioner's Office (ICO) if requested to do so.

CHANGING MARKETING PREFERENCES

Marketing only takes place in the form of Newsletter that you will receive by email 6 times per year informing you about courses and exhibitions that you may be interested in. You can opt in and out of marketing communications at any time by emailing . Your personal data will never be given to a third party for marketing purposes.

TRANSFERS TO THIRD COUNTRIES

No data is transferred to third countries. However, services provided by Paypal may be processed overseas.

RETENTION

Data is retained as follows:

Administrative data required for the running of courses is retained for up to one year.

Email addresses of customers and students are retained for up to two years so that they may be notified of new goods & services in the form of newsletter.

All purchase information forms part of income tax records and is retained for five years.

SECURITY MEASURES

The website (www.countryclovercompany.co.uk) is hosted by 123reg based in Middlesex, England, have built in a secure network infrastructure and do not rely on third-party solutions. In addition to physical security measures, the servers are protected by online firewall protection.

Payments made for goods and services purchased through the website are handled by Paypal. These companies have their own privacy statement where appropriate.

The following security measures are in place:

Electronic records are held on a computer. up to date firewall and antivirus software is installed.

Hardcopy records are secured in a cabinet.

YOUR RIGHTS

You have the following rights:

To be informed about how your personal data is used (that is the purpose of this Privacy Notice).

To have your personal data updated or corrected.

To ask for your personal data to be deleted. However, there may be circumstances when there is a legal requirement to retain it.

To obtain a copy of your personal data.

To object to the processing of your data and have it restricted. However, meeting such objections may make it impossible to provide goods and/or services that you have requested.

The right to make a complaint to the Information Commissioner (www.ico.org.uk) if you think that any of your rights have been infringed.

To exercise any of your rights, you will need to email

As required by the General Data Protection Regulations (GDPR) you will receive a response to your request within 1 month. Where requests are complex and excessive, an additional 2 months to process your request is permitted. However, in these circumstances you will receive an update within 1 month of your request being received.

An admin fee may be charged or the request refused where requests for data are clearly unreasonable or excessive, particularly if they are repetitive.

RESOLVING PRIVACY ISSUES

Every effort will be made to resolve any data privacy issue you may have. You have the right to refer any data privacy issue to the Information Commissioner's Office (www.ico.org.uk) at any time.

CHANGES TO THIS PRIVACY NOTICE

This policy will be periodically reviewed from time to time. Any changes will be documented in this Privacy Statement. We may also let you know about these changes by email.